



HRS PRO QUICK INSTRUCTIONS

IT'S EASY with electronic reporting; you will simply be inputting your information as the holder and all of the information that you have on the unclaimed property and its owner. Follow the step by step instructions below to get started.

- 1) Download the software (whoever does this **MUST** have **ADMINISTRATIVE RIGHTS** or the program will not function properly).
- 2) Enter in information as the program prompts – you will be entering the contact information for questions regarding the report.
- 3) Go to the **HOLDER** icon on the left side under the data input button and add your company's information. Hit **SAVE** and then **CLOSE**.
- 4) Go to the **DATA SETS** icon and add a data set. Click on the **ADD** button. Enter the report year and the state as **IA**. Select the **SAVE** button and then select the **CLOSE** button.
- 5) Make sure that you have the data set selected that you just created. It should have a red arrow next to it.
- 6) Move on to the **PROPERTIES** icon and click on the **ADD** button. The property status is reportable. If you are going to enter the owner information, the owner status is **KNOWN**. Enter the type of obligation (listing of Property Type Codes on page 7) that represents the property and the last transaction date. Then after you have entered the cash to report, hit **SAVE** and it will take you to another screen for you to enter the owner's name and address. Under Adding Owner, the owner type will be **#3 ALL OTHER** (if you actually have owner information). If you do not have owner information the property would be part of the aggregate- **#5**. Once owner information is entered, hit **SAVE** (or **SAVE AND ADD NEXT OWNERS** if you have a joint owner situation) and then **CLOSE**. Click on **ADD NEXT PROPERTY** to add a new property record.
- 7) If you chose to aggregate properties: All properties under \$50 and where the owner is unknown must be reported in aggregate as one record. The property status is reportable and the owner status is aggregate. Enter the property type code of "**AC99**" the amount in the cash to report field. Only enter ONE aggregate property.
- 8) Once you are finished entering your property records, move to **DATA OUTPUT** and select the **HOLDER REPORTS** icon.
- 9) Make sure that you have selected a contact by clicking on the **CONTACTS** button and select the box you want to be the contact for the report. Click on the **SAVE CHANGES** button.
- 10) Next, **VALIDATE** the report and then **FINALIZE** the report by clicking on these buttons.
- 11) Click on the **HOLDER REPORT COVER SHEET** button and then click on the **GENERATE OUTPUT** button to print the cover sheet.
- 12) Insert a disk or CD and click on the **NAUPA** file button, then click on **GENERATE OUTPUT**, name the disk. Make sure the correct drive is selected from the drop down menu.
- 13) Fill out and have the **HOLDER REPORT COVER SHEET** and have it signed by an officer of your company. Checks are made payable to **TREASURER STATE OF IOWA**.
- 14) Mail the signed **HOLDER REPORT COVER SHEET**, **CHECK**, and **DISC** or **CD** to the Treasurer's Office.

**Note- periodically, Xerox/Wagers will place updates to the software on their website, when this occurs you will no longer be able to open HRS PRO. You will need to go to the Xerox/Wagers website at www.wagers.net and follow their instructions for updating your software. It should save all prior data and records when updating the software.*